



GDPR PRIVACY NOTICE

3rd Party Maintenance Contractors

GPS Healthcare is a “data controller”. This means that we are responsible for deciding how we hold and use personal information that we hold about individuals.

This Privacy Notice provides details to any 3rd Party Maintenance Contractor (as an Individual) on the Personal Information we store and how we handle it.

1. Data Protection Principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

2. Personal Information Details

Information that is stored (where provided)	
✓ Name	✓ Certificates of competence
✓ Business Name	✓ Accident Records
✓ Contact Tel Number, Email and Address	✓ Telephone and CCTV recordings
✓ Work Specialism	✓ Insurance Details
✓ Confidentiality Agreement	✓ Safe Systems of Work Details
✓ Health & Safety Induction and signature sheet	✓ Trade or professional body membership
✓ Attendance dates	✓ References

3. Personal Information Collection

We collect personal information about you from ;

- You, the Maintenance Contractor
- Referees and documents provided by you
- Your 3rd Party Contractor Agreement
- Your 3rd Party Confidentiality Agreement
- Visitor log in books, CCTV, Call Recordings

4. Data Retention

Our records are retained in line with the law and national guidelines. For further information on the duration for which your records are kept please refer to the GPS Healthcare Data Retention Policy

5. Using Personal Information

The information which is collected will only be used for the following;

- To make contact with you
- To satisfy Health and Safety and Data Protection Policies, Procedures and Law
- To satisfy any legal proceedings as allowed within General Data Protection Regulations
- We shall not sell your information to any other 3rd Party

Sensitive Personal Information

We are not collecting particularly sensitive information such as race, religion, disability status. If this information is provided to us by the Maintenance Contractor it will be used and stored only for the purposes intended such as to assist in completing a particular programme of maintenance

6. Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

7. Rights of access, correction, erasure and restriction

If you wish to access the Personal Information that we hold about you , please put this request in writing to contact.gps@nhs.net. The provision of this information will be line with the General Data Protection Regulations.

8. Data Protection Officer and Right to Complain

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection officer by email contact.gps@nhs.net You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.